

## **KSA WORKSHEET**

### **CLASS: Correctional Sergeant**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	Principles and practices of correctional administration and rehabilitation And methods of discipline as applied to person under restraint.
<b>K2</b>	Principles and practices of personnel supervision and training.
<b>K3</b>	First Aid.
<b>K4</b>	Use and care of firearms.
<b>K5</b>	The Department's equal employment opportunity objectives.
<b>K6</b>	A manager's role in the Department's Equal Employment Program, and the processes available to meet the program's objectives.

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	<b>Ability to:</b>
<b>A1</b>	Supervise the work of others.
<b>A2</b>	Control, direct, and instruct inmates individually and in groups.
<b>A3</b>	Interpret and enforce institutional rule and regulations with firmness, tact, and impartiality.
<b>A4</b>	Promote socially acceptable attitudes and behavior of inmates or parolees and to rate their conduct and productivity accurately and impartially.
<b>A5</b>	Think and act quickly in emergencies.
<b>A6</b>	Make simple arithmetic computations.
<b>A7</b>	Analyze situations accurately and adopt an effective course of action.
<b>A8</b>	Keep records and prepare reports.
<b>A9</b>	Effectively contribute to the Department's equal employment opportunity objective program.